

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

September 10, 2024

FROM

NOEL CASTILLO, Director, Department of Public Works - Transportation

SUBJECT

Cooperative Agreement with the City of Highland for Contract Maintenance and Emergency Work

RECOMMENDATION(S)

Approve Cooperative **Agreement No. 24-827** with the City of Highland for street repairs, maintenance, and emergency work within the incorporated area of the City of Highland and the surrounding unincorporated area, effective September 10, 2024 through September 30, 2029, in an amount not to exceed \$60,000 per project and not to exceed an aggregate total of \$100,000 per year.

(Presenter: Noel Castillo, Director, 387-7906)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). Costs and reimbursement revenue for this work will vary depending upon the maintenance or repair needs related to the proposed Cooperative Agreement (Agreement) between the Department of Public Works (County) and the City of Highland (City). Costs to the County are unknown as future maintenance and repair needs related to the Agreement are currently unforeseeable.

All work requested by the City will be performed by County staff or contractors and will be 100% reimbursable by the City, up to a total of \$60,000 per project, and not to exceed \$100,000 per year. All work requested by the County will be performed by City staff or contractors and will be 100% reimbursable by the County, up to a total of \$60,000 per project, and not to exceed an aggregate total of \$100,000 per year, which will be funded with Gas Tax revenue.

Sufficient appropriation and revenue have been included in the Road Operations budget (6650002000 – H14936) up to an aggregate total of \$100,000 and will be included in future recommended budgets to accommodate the requested projects.

BACKGROUND INFORMATION

The Agreement will allow the County and the City to provide maintenance and emergency work within the unincorporated area of the County and the incorporated area of the City in an amount not to exceed \$60,000 per project, up to \$100,000 each per year. The City and County have

**Cooperative Agreement with the City of Highland for Contract
Maintenance and Emergency Work
September 10, 2024**

determined that occasionally utilizing each other's labor and equipment resources can be the most cost-effective and timely process for maintenance and repairs of roadways within City and County jurisdictions. It is anticipated that requested work assignments may include, but are not limited to, maintenance or emergency repair of streets/highways, appurtenant fencing, culvert or drainage facilities, grading and application of soil stabilization product on dirt roads, as well as providing heavy equipment for storm debris cleanup, striping, chip sealing, maintenance or emergency paving.

According to the terms of the Agreement, the requesting agency will prepare and submit a work assignment request that outlines the work being requested within the scope and budget limitations of the Agreement. The performing agency will then prepare a cost estimate and a project schedule prior to start of work. The requesting agency will be invoiced based on actual costs incurred by the agency performing the maintenance and/or emergency work.

Under the Agreement, the Director of the Department of Public Works is delegated the authority to identify specific County projects in which the City may take the lead utilizing City forces or City contractors. With respect to work provided to the City, the Agreement states that the Director of the Department of Public Works has the authority to approve or disapprove an individual project and specific services to the City. In addition, the Agreement provides that the performing agency is under no obligation to perform the work request.

After completion of all requested work, receipt of an invoice, and acceptance by the requesting agency of the work, the requesting agency shall reimburse the performing agency. Also, the requesting agency shall be responsible for all future maintenance and repair work, unless the requesting agency submits a future request to the performing agency to provide additional maintenance and repair work under the Agreement.

Approval of this item aligns with the County and Chief Executive Officer's goals of improving County government operations, providing for the safety, health and social service needs of County residents, and pursuing County goals and objectives by working with other agencies by providing a streamlined approach to the maintenance and repairs within the incorporated City, within the County's jurisdiction.

The Agreement shall expire on September 30, 2029, or it may be terminated by either party upon providing the other party with 30-day advance written notice. On August 13, 2024, the City Council approved this Agreement.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Aaron Gest, Deputy County Counsel, 387-5455, on August 1, 2024; Finance (Jessica Trillo, Administrative Analyst, 387-4222) on August 19, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on August 23, 2024.


**Cooperative Agreement with the City of Highland for Contract
Maintenance and Emergency Work
September 10, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: September 10, 2024



cc: PW/Trans - Gayman w/agree
Contractor - c/o PW/Trans w/agree
File - w/agree
MBA 09/11/2024